United Nations ST/CS/SER.A/44/Rev.1

Secretariat

17 July 2006

# Editorial directive

## Prepared by the Department for General Assembly and Conference Management

To: All those concerned with drafting and editing United Nations documents

Subject: **Standards for the preparation and submission of manuscripts of United Nations documents**

1. As envisaged by the Secretary-General in his programme of reform (A/55/780), the Department for General Assembly and Conference Management is implementing an electronic flow of documents through its processing system known as "e-Doc". The present instruction establishes submission standards for manuscripts to be processed by the Department.

2. Manuscripts of United Nations documents are normally prepared using text-processing software running on desktop or laptop computers. All manuscripts are henceforth to be prepared in strict accordance with the instructions on format and media contained in the annex to the present directive. Additional guidance can be found in the *United Nations Editorial Manual Online* (http://intranet.un.org/dgaacs/translation/editorial).

3. All manuscripts should be transmitted for processing in electronic form. The electronic version of the document is considered the authentic text. Submitting offices should upload documents to e-Doc in accordance with the instructions provided on the e-Doc website (http://doc.un.org, "e-Doc support"). Letters and notes verbales should be sent to the receiving office as Microsoft Word files attached to an e-mail. If necessary, the signature page may be faxed or scanned and attached.

4. Whenever elements of a document are repeated from one year or session to the next, it is important that those elements be reproduced exactly, including footnotes. Authors are required to download the previous version of the document from the Official Document System (ODS) (http://documents.un.org) and use it as a base for preparing the new document. Changes and new elements in the text should be indicated by means of strike-out and boldface.

5. Documents to be processed by the Department should be prepared using Microsoft Word. In exceptional cases, Excel may be used. These two formats should

06-43280 (E) 310706

not be mixed in the same document, however. When elements within a Microsoft Word document are prepared in Excel, they should be converted to Microsoft Word and imported into the document in that form prior to submission. Large Excel files should be divided into smaller units and converted to Microsoft Word. PowerPoint presentations cannot be processed through e-Doc. Such submissions should be prepared first as Microsoft Word files for processing purposes, and submitting departments may subsequently convert the submitted text into PowerPoint for their own use.

6. The present editorial directive shall come into effect on 1 August 2006 and supersedes editorial directive ST/CS/SER.A/44 of 30 May 2002.

# Annex

## Format and media to be used in preparing documents

### Format

1. United Nations manuscript page sizes are standard United States letter size (8.5 x 11 inches, or 215.9 x 279.4 millimetres) and ISO A4 (210 x 297 millimetres).

2. The type used in text files submitted to the Department for processing should be 12-point Times New Roman.

3. Texts submitted for processing should be double-spaced and presented in single-column format. All margins must be one inch (top and bottom, left and right sides).

4. The titles, subtitles, headings and subheadings should be typed using capital letters for the first word and for other words that are normally capitalized only, using all diacritics required for the particular language.

5. Do not use the hyphenation feature of Microsoft Word, the automatic paragraph numbering function or the automatic list function.

6. Page numbers should be generated through the header/footer function of Word. No manual page numbering should be used.

7. Only a single space should be inserted after closing punctuation, colons and semicolons.

8. All notes to the text should be prepared as footnotes, not endnotes. Footnotes should be double-spaced. The automatic footnote function of Word must be used.

9. No special format should be applied to quoted matter in the text or to bibliographies.

10. Boxed text should be entered in tables (one row and one column), not in text boxes.

11. Do not use the Enter key for the following:

- To carry a title over to the next line. Adjust the right margin instead.
- To start a new page. Use Page Break (CTRL — Enter).
- To leave empty lines between paragraphs. Use the Paragraph Format menu (Spacing Before/After).

12. Use columns or tables to align words or characters, not the tab key or the spacebar.

13. The letters l and O should not be used as substitutes for the numerals 1 (one) and 0 (zero).

14. Graphic material should be submitted in digital form in a format that can be imported by Microsoft Word. Text relevant to a graphic must be placed outside the graphic, which makes it visible during computer-assisted translation. Graphic material that is not converted to Microsoft Word may not be visible in the final electronic version of the document on the Official Document System (ODS).

**Media**

15. The digital files of texts to be processed by the Department should be submitted entirely in Microsoft Word or, in exceptional cases, entirely in Excel format. The files should be submitted through e-Doc or in one of the following ways: as an e-mail attachment; on a CD-ROM; or in other electronic media (floppy disk, USB flash drive, other).

16. Media should be properly labelled and identified. The file name on the label should match the file name used in the medium. It is recommended that submitters use the job number or symbol as the file name. For multiple files that constitute a single job, it is recommended that a folder be created using the job number or symbol as the folder name.



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